G. R. S. 59]

5789

GPB—15,000—20-12-13

8.22

GENERAL AND REVENUE SECRETARIAT.

1914.

(Gen. Misc.)

Preserved

File No. 20.

Serial Nos. 1-2

Papers Filed.

Month Aug: 1914.

SUBJECT.

Formation & Constitution of "Branch VI" of the G.R.S

PREVIOUS REFERENCES.	LATER REFERENCES.

Ranjaroj.

GENERAL AND REVENUE SECRETARIAT.

(fm)

NOTES.

File No. 20 C 46

FILE HEADING.

Formation & Constitution of the Panel under Sec. 7 C

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15-6-32

2

(—R. S. 12]

General and Revenue Secretariat.

File No. [illegible] of 191[illegible]

Serial No.

1 Forwarded to the Genl & Rev Secy with compliments for perusal & for favour of action being taken to form a separate branch for dealing with the work of the Depts assigned to me. If the Regr is kindly instructed to meet me I shall discuss details with him, so that all necessary arrangements may be considered & detailed proposals placed before the Genl & Rev Secy for ~~consideration~~ consideration.

CSB
6/9/13

2 The Regr will please discuss the matter with Mr Balasundaram & arrange then to submit definite proposals

2/3
8/9

NOTE—Contn. sheet.

P. T. O.

GPB—60,000—17-6-12.

General and Revenue Secretariat. | File No. 20 of 1914

Serial No.

Division of the Branch into Sections.

The work that will have to be attended to by Branch VI as newly sanctioned may be grouped under two sections.

I. Education now forming a section of Branch IV.

II. Agriculture comprising of

1 Agriculture- now worked up in Branch I

This includes receipts from the Director of Agriculture . Receipts regarding Exhibition and the Experimental fruit cultivation from Mr. Krumbiegel.

2. Economic Conference & Industries - now worked up in Branch V.

3. Co-operative Societies and Agricultural Banks - now attended to in Branch II.

4/ The strength required for the Branch.

The clerical strength required for the Branch is as follows:-

1. Assistant Superintendent to be in charge of the Branch.
1 Diarist.
1 Despatcher.
1 Recorder
1 Case worker (Education Section)
1 File Registerer -do- & Minor case worker.
3 case workers for the Agricultural section for agriculture,

14

2

NOTE—Contn. sheet.

GPB—85,000—17-6-12.

(G. S. 12)

General and Revenue Secretariat. | File No. of 191

Serial No.

Economic Conference and Industries and Co-operative Societies and Agriculture respectively.

1 File Registerer for Agricultural section.

Total 1 Assistant Superintendent & 9 Clerks.

The available Staff.

The following clerks are available for work in Branch VI as they are already doing the work which is now to form part of the new Branch.:-

1. K. S. Rama Iyer, Case worker, Education Section.
2. Srinivasa Rao Jankandi, File Registerer & minor case worker - (Education Section) .
3. P.A.Krishna Swamy Iyer, Case worker for Agriculture
4. D.Rangasami Iyengar, Case worker, Industries & Economic conference
5. M.Rangasami Iyengar, Case worker, Co-operative Societies and Agricultural Banks.

P. A. Krishnaswamy Iyer is also dealing with the case work relating to loans to agriculturists, Veterinary, famine and Land Survey which are submitted to the general and Revenue Secretary. As such it would not be possible to spare T. Krishna Rao working as File Registerer in the Land Survey and Agriculture sections of Branch I. D. Rangasamy Iyengar is also attending to Residency correspondence in relation to Newspaper and correspondence under the Newspaper Regulation and work connected therewith. These pertain to the General and Revenue Secretar y and this work will have to be got through

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

Serial No.

by a suitable redistribution of work in Branch V.

The Staff required to be newly appointed.

6 In addition to the 5 clerks shown above as available, the Branch will require 1 Assistant Superintendent and 4 clerks for the work noted below:-

1 Assistant Superintendent for the charge of the Branch

1 clerk for Diarising

1 Clerk for despatching

1 Clerk for recording

1 Clerk for file Register of the Agriculture Section.

The other sectional registers Viz., the Miscellaneous Register, the Unofficial Register, the Suspend lists, the Issue book, the Peon Book, List of Overdue periodical Returns and Reports, Recorders progress Report, arrear lists &c will be distributed amongst the above clerks who will thereby be kept fully engaged.

7 It is not possible to find this additional staff from the present establishment of the C. R. S. in which paucity of hands is already being felt and this establishment will have to be strengthened by the addition of 1 Assistant Superintendent and 4 clerks as follows.

1 Assistant Superintendent on Rs. 100-10-150.

4 clerks on Rs. 30-4-50.

Narainswamy Ayyar

Gen. Secy. through Secy Edn. Dept. 11.9.13.

NOTE—Contn. sheet.

GPB—85,000—17-6-13.

[R. S. 12]

General and Revenue Secretariat.

File No. [illegible] of 191 [illegible]

Serial No.

The Registrar's note has been prepared after discussion of the question with me & I agree with his estimate of the Staff required &c.

It will be for the Genl & Rev Secys to consider whether the Asst Supdt & 4 clerks referred to in the last portion of the note can be spared from the present staff of the G.R.S. or whether addl appts are necessary.

Gl & Rev Secy)

C.S.B.
13/9/13

To Dep Secy for favr of remarks

Dr.
13/9

The opinion of the Reg. expressed in para 7 correctly represents the conditions in the Secretariat. Without sacrifice of considerable efficiency in the other Branches, the additional hands cannot in my opinion be spared.

Dy Secy (Gen)

Dy Secy (Rev)
13/9
Dr.

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

[G. R. S. 12]

General and Revenue Secretariat. | File No. 7 of 1913

Serial No.

The formation of the various Departments under the charge of Mr. C.S. Balasundaram Iyer into a separate Branch of the Secretariat will necessitate the maintenance of separate Registers &c for the Branch, and for this purpose, an additional Establishment consisting of at least an Assistant Superintendent on Rs.100-10-150 and 4 clerks on Rs.30-4-50 as proposed by the Registrar and the Deputy Secretary is very necessary. Sanction may be accorded for the entertainment of this additional Establishment at an average cost of Rs.317½ per mensem temporarily till the end of the current official year, when the question of extending the period or of making the Establishment permanent may be considered, after seeing how the arrangement works.

Decean

5301
16.9.13.

15/9/13

15/9

The formation of a new Branch of the Secretariat was sanctioned on the understanding that it would not lead to any additional expenditure.

NOTE—Contn. sheet.

GPB—65,000—17-9-12.

8

[H. R. S. 12]

General and Revenue Secretariat.

File No. 7.0 of 191 .

Serial No.

I shall be glad if the two Secretaries and the Deputy Secretary will personally discuss the question and make the necessary adjustment of establishment without applying for more hands. If this is considered impossible, I shall be glad to have a statement showing the duties performed by the many Assistant Superintendents employed in the Secretariat.

26.11.12 HC

Draw 27/11

C. clerk

This may be circulated to the Education Secretary & the Dep^y Sec^y. for perusal. I shall be glad if they can meet them & discuss the matter with them at 12 o'clock on Friday (28th) & that will suit their convenience.

The hours suit me. Draw 26/11

26/11

That Dep^y would perhaps have call them in person tomorrow 27/11 Draw 25/11

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

I. 903.

G. R. S. 12]

General and Revenue Secretariat. File No. of 1914.

9

Serial No.

The formation of a new Branch necessarily means so much of additional work for the Branch in the matter of superintendence and of diarying, despatching, recording and file registering: For this the entertainment of additional hands is inevitable as the men required for the additional work cannot be spared from the remaining branches of the Secretariat which as I have personally submitted to the Dewan are themselves undermanned and for strengthening which separate proposals are in course of submission.

An additional establishment of an Assistant Superintendent and 4 clerks is therefore absolutely necessary if the work of Branch VI as a separate Branch of the Secretariat is to be placed on a satisfactory footing. But if one of the Superintendents in the Dewan's Office can be spared and a clerk taken in his place he can be placed in charge of the new Branch VI and the requirements of Branch VI will thus be reduced to 5 clerks alone, of whom one may be in the 2nd grade and 4 in the 3rd grade. This will reduce the cost of the ~~additie~~ additional establishment required to Rs 245-0-0 per mensem.

NOTE Contn. sheet.

G.P.O. 60,000—7-13-13

G. R. S. 12].

General and Revenue Secretariat.

Sun File No. 20 of 1914.

Serial No.

A statement showing the duties performed by each of the Superintendents and Assistant Superintendents in the Secretariat is put up as desired.

B/Sir Veer Balasundram for a
Statement showing duties performed by each of the Superintendents and Assistant Superintendents in the Secretariat. I agree with the views Expressed above

7/1/14.

7/1/14 Direct 8/1

Decman

I/c Pol Sanitary for favour of opinion & remarks

8/1/14 LC

9/1

I do not understand why a separate ~~Secretariat~~ Branch with a separate diarising despatching & recording establishment is necessary.

I attach a statement showing the distribution of work according to Branches and I understand that all the heads underlined in red ink which are to go to the Education Secy have now been transferred to Asstt Secy Branch III so that Edn Secy has now only one Asstt Secy to deal with. That is all that could be reasonably asked for & further changes involving extra establt. does not seem called for in the interests of work

Decman)

3/9

Recd 10/20

M/s Fri

Please verify facts & send on

Note. Contn. Regd.

Vincent 9/11

C.P.H. 60,000—7-11-13

7/9/16

G. R. S. 12.

General and Revenue Secretariat.

File No. of 191

Serial No.

The formation of Branch VI was ordered to be deferred till after the question of the Re-organization of the Secretariat (General & Revenue) was settled. The new scheme has since been sanctioned and it is now proposed to constitute Branch VI as follows.

1. Head of correspondence.

The work of the new branch will be conducted under Head of correspondence – E&A. This course is convenient as it distinguishes the correspondence relating to Agriculture dealt by the Secretary E&A from that left to be dealt in Branch I under Head of correspondence Agri.

2. Strength and distribution of work.

The strength of the branch may be fixed at 8 and made to comprise one Supervising Officer & 7 clerks. The following officials are selected for work in the branch.

1) Mr. S. Narayana Rao – Superintendent.
2) " E. Rama Rao, if his transfer to the Secrett. is sanctioned he is now Inspector of Co-op. Societies – Casework.
3) " T. Krishna Rao. – do –
4) " D. Rangaswami Iyengar. – do –
5) " Srinivas Rao Jamkhandi. – do.
6) " T. Shama Char – File & Accts. Registers.
7) " A.R. Chandrasekhara Mudr. – Diary, Miscellaneous & Unofficial. Registers.
8) One of the new clerks – Despatching & Recording

NOTE.—Contn. sheet.

GPE 60,000—7-13—12

G. R. S. 12

General and Revenue Secretariat.

File No. of 191

Serial No.

12

The Dewan desires that Mr. C.E. Rama Rao may not be disturbed from the Dewan's office. It is not convenient to spare Mr Venkatarao as he is in charge of the Temporary Sorting Establishment and is doing good work in the Records. It would also be inconvenient to spare the services of Mr. S. Narayana Rao from Branch II but his name is proposed as there is also an Assistant Superintendent in Branch II viz Mr. B. V. Narasimhaiya who may take Mr Narayana Rao's place as Supervising officer of Branch II.

3. Location of the Branch.

There is no place either in the Ground floor or 1st Floor for locating Branch VI. Sufficient space can be made available for it in the 2nd floor. In case this is agreed it would also be convenient if the Case work Secretarial officer of the Branch is accommodated in the 2nd floor which can be effected by a suitable exchange of rooms.

Dy Secy

Secy S/A

NOTE.—Contn. sheet.

GPB—60,000—7-11-12

General and Revenue Secretariat.

File No. of 191 .

Serial No.

I have no objection to B & T being formed with the staff mentioned in para 2 of the Registrar's note supra.

If Mr S Rama Rao cannot join at once I shall have to select some other suitable official. I am not sure that the three clerks proposed for the routine work of the Branch will be adequate in number, but this is a matter that can be rectified on experience of actual working.

A draft transferring & reverting mins will be sent for 1/9 may be put up. Draee 23/8

As regards location it would be conducive to efficiency if the Branch & the Asstt Secy could be located near my room, by making available the room occupied by the Insurance office. If this is considered impossible at present, the next best course would be to locate the Branch in one of the rooms on the 2nd Floor & find room for the Asstt Secy also there. When the new blocks now under construction are ready I trust it will be possible to allot rooms for myself, my assistant & the branch so as to be contiguous to one another.

This is diffcult. Draee 23/8

I agree. Draee 23/8

This is highly desirable. I agree. This point can be strongly urged before the Committee. The Registrar will kindly give me all the papers necessary & assist me in the Committee. Draee 23/8

I am told the redistribution of rooms is engaging the attention of a committee & I trust the committee will

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

File No. 70 of 191

Serial No.

attach adequate importance to this essential of efficient working.

I shall be glad if all arrangements could be made so that the branch may be ready to start work on the 1st. Sept. It would be helpful if the Sept^r mail arrangements could be placed at my disposal from early next week so that he can get prepared a full list of pending papers — I fear there are a great many — and make other arrangements necessary for getting into full working trim by the 1st Sept. (set ready the new registers &c —

DS/Secy)

CSS
22/8/14

Secy

Regarding Kerala take action as noted in the margin &c.

A draft-order about Mr E. R. Rao & a draft-office Memorandum comprising the above arrangements may be put up at once for submission to Dewan.

Dewan
23/8

Put up drafts.

25/8.

NOTE—Contn. sheet.

GPB—10,000—13-6-14

G. R. S. 12]

14

General and Revenue Secretariat. | File No. | of 191 4.

Serial No.

Two drafts submd accordingly

25/8/14 25/8

A fair draft copy of the drafts may be put up.

25/8.

Fair draft submd

25/8 25/8

Two drafts for approval

25/8

Dy Secy.

Drafts may be appd.
But I am afraid that
unless we say that Mr. S Rama
Rao is taken against an existing
vacancy the Comptroller will
raise some objection

25/8/14

Secy

The two drafts may be approved. Mr Balamudaram Aya has agreed to the arrangements. The supt will be relieved at once to organize the Branch.

Dewan

27/8

Drafts approved by the Dewan 27.8.

27/8

Dewan

27/8

Dy Supt to be in charge of I & II for the present

Dewan 27/8

NOTE—Contn. sheet.

GPR—1,000—13-6-14

G. R. S. 12]

General and Revenue Secretariat.

File No. of 191

Serial No.	
1	O.m. no. ʃ 2067 dated 27.8.14 ordering the formation of Br VI of ʃ.A.S and placing them in charge and the members forming the same
2	ʃ.O no. ʃ 2068 of 27/8/14, ordering the transfer of Mr E Rama Rau of Co operative Societies for for to the ʃ A S for duty, on the appointment from 6th Sept 14. Copy of the above (no ʃ 2067 & 27/8/14) to the Registrar of ʃ.A.S, on the appointment that Mr E Rama Rau may be relieved & ordered to report [illegible] 6th Sept 14.

Noted
28/8/14.

Noted 28/8

The file may be sent to the Subsd Br II, for note of Secy's orders in paras 44 & 46 of note, and necessary action, and return of the file for submission to the subsd Secretary, E&A Depts for such information

27/8/14

Sale

27/8/14

Yes
28/8

I to B & II

27/8

Subsd Asstt Secy for information. Seen as the

27/8

28/8

NOTE—Contn. sheet.

GPR—10,000—13-6-14

Serial No.

Removal of the Supdt from this Branch is not accompanied by any reduction of work, some Senior clerk at least will have to be transferred to Br II.

28.8.14.

Mr. M. Rangasami Iyengar who is left back in Branch II with only work relating to Banking & Insurance may work in the Gen. Sec. Asst in place of Mr. B. V. Narasimhaiya placed in charge of the Branch.

As regards the change in the accommodation of officers, Mr. A. V. Ramanathan ~~may take~~ and Mr. M. S. Ramachandra Rao, ~~may exchange rooms~~, Mr. M. Venkatanarasappa may have his seat also in Mr. M. S. Ramachandra Rao's room.

Narasimhaiyengar
28-8-14.

Dy Secy/

Some Senior clerk should be posted to Br II very early. I await proposals in this respect.

Mr G. Srinivasa Iyer will move into the present room of Mr Ramnathan. Mr Ramachendra Rao will occupy the present room of Mr Srinivasa Iyer.

Mr Venkatanarasappa, Pro. Supt Gen'l, must be found place near the Adm. Report Section for facility of supervision.

Dmen
28/8

Circulated to the officers concerned for perusal

NOTE—Contn. sheet.

GPB—60,000—7-11-13

G. R. S. 12]

19

General and Revenue Secretariat.

File No. of 191

Serial No.

The Cashier will take steps to have the rooms ready for the occupation by the respective officers on the 1st Prox.

Bx.
29/8.

Seen
Secretary
29/8/16

Add to the undermentioned officers' pro-rated forms C.

1. Mr. G. Srinivasa Iyer
2. " K.V. Ramana Rao
3. " M.S. Ramachandra Rao

Add
29.8.16

I shall be thankful if the rooms intended for me also fitted up in the same manner as the other 2 rooms.

Asst
29/8

Seen
Mgr
29.8.16

CS
29/8

Add to
file

Seen. Please take necessary action: This file may now be recorded

Bx.
29/8

Action is taken separately regarding fitting up of rooms.

May be filed as ordered

CS
31/8/16

Add
31/8

NOTE—Contn. sheet.

GHR—10,000—13-6-14

G. R. S. 34]

No. G.: 2069

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

Office Memorandum.

To

the 27th August - 1914.

The following arrangements are ordered with effect from the 1st Sept 1914 in connection with the constitution and working of a new Branch to deal with the ~~under the head~~ departments under the Secretary for Ernakulam ~~of Correspondence, E & A~~:-

1) The newly constituted Branch will be called Br VI of the Genl & Rev Sects.

2) The ~~Strength of the~~ Branch will consist ~~comprise~~ of one Superintendent and 7 clerks, as detailed below:-

1) Mr S. Narayana Rau, Supdt, II grade, G.R.S

2) " E. Rama Rau, Senior Inspector of Co-operative Societies (under orders of transfer to G.R.S)

3) T. Krishna Rau B.A, II grade clerk, G.R.S

4) D. Rangasami Iyengar B.A III — do.

5) Srinivasa Rau Jamkhandi — do.

GPB—5,000—7-8-11

6) T. Shamacha, III grade clerk, S.A.S
(on probation)

7) A N. Chandrasekhara Mod², III grade clerk.
S.A.S

8) one newly appointed clerk.

3). ~~Pending any arrangement that may~~
come into Effect after the question of the
re arrangement in the accommodation
of the several offices now held in the Public
Office Buildings, is settled, the new Branch
will be located for the present on the 2nd floor, accomma-
dation being also found for the Secrett
Office dealing with the Casework of the Branch
in the same floor by a suitable Exchange of
rooms

Dlw 27/8

Offg Se No. for
info. favourable

MB 25/8

MF 25/8

26/8

G.R.S. 28]

3

27/9

9 Aug 15

File No. 20
9 14-15
Serial No. 9

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.
( )

the 191 .

Date of issue

Signed by

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Correspondence ending with this Office letter No. FE 6206 S.F. 32-13-4 dated 24-6-1914, from the Registrar of Co-operative Societies in Mysore, stating that Mr E. Rama Rao of this Office may, until further orders, continue as Inspector of Co-operative Societies.

P. T. over.

ORDER THEREON.—No.

SUBJECT.

GPB—50,000—1-12-12

Order: No G. 2068 S/27-8-14

Mr E. Rama Rau, Senior Inspector of Co-operative Societies in Mysore, is transferred to the Secretariat and posted for duty in the Office from 1st September 1914.

27.8.14

Dy 27/8

By order of Secretary to Govt
Secretariat Depts

25/8/14

25/8

25/8

To the Comptroller in Mysore with the intimation that the exact position of Mr E Rama Rao in the Secretariat establishment will be communicated later on.

Copy forwarded to the Registrar of Co-operative Societies in Mysore for information and necessary action.

S. O

By order of Secretary

25/8

25/8

Copy to Branch II